



## **EMPLOYEE SELF-EVALUATION FORM**

**Attached to Performance Appraisal Program  
for the Period:  
January 1, 1999 - December 31, 1999**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Employee No.</b>
<b>Current Position</b>	<b>Department</b>	<b>Date Hired</b>	<b>Supervisor</b>

### **INSTRUCTIONS FOR COMPLETING THE POSITION EVALUATION FORM**

**This Employee Self-Evaluation Form is the first part of a two-part performance appraisal process. The second part is the Performance Planning, Appraisal and Development Program Form that will be completed by your supervisor.**

**The performance review meeting is the forum for a frank discussion with your supervisor, so you should be prepared to discuss your strengths, areas needing further development, and methods to enhance job performance.**

**At the end of the performance review meeting, you and your supervisor will establish goals and objectives for the following review period. You may schedule follow-up review meetings with your supervisor to monitor your progress throughout the review period.**

**Complete this form and give it to your supervisor prior to your scheduled performance review meeting. Plan to discuss your evaluation and your supervisor's evaluation of your performance during the meeting.**

**1. What responsibilities of your position are most interesting or challenging?**

**2. What responsibilities of your position do you find least interesting?**

**3. What could be done to make your position more rewarding or challenging?**

**4. What job skills or abilities have you developed or enhanced since you were hired or since your last performance evaluation?**

**5. Do you have any job abilities or strengths that are not being utilized in your position at this time?**

**6. What new responsibilities could be added to your position that would utilize these skills and abilities?**

**7. What position would you like to advance to in the future?**

**8. What job skills will you need to develop to meet these career goals?**

- 9. List any work objectives you plan to set for yourself during the next review period.**
- 10. What can your supervisor do to help you achieve your work objectives?**
- 11. List suggestions or comments you have to improve communication between you and your supervisor.**
- 12. List suggestions or comments you have for your department and/or the corporate in general.**

<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>

**THIS FORM WILL BE ATTACHED TO THE COMPLETED  
PERFORMANCE EVALUATION FORM AND WILL BECOME PART OF  
THE EMPLOYEE'S OVERALL PERFORMANCE RECORDS.**

